

CITY OF BURBANK

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR - BUILDING OFFICIAL

DEFFINITION

Under general administrative direction of the department head, to oversee, plan, organize and direct the activities of the Community Development Department's Building Division; and perform related work as required.

ESSENTIAL FUNCTIONS

Directs the City's building and license and code activities including plan checking, electrical, plumbing, heating, refrigeration, housing, zoning, property maintenance, license, energy conservation, and architectural barrier inspections; supervises, trains, and evaluates employees; confers with engineers, architects, contractors and owners of major construction projects regarding construction methods and design features to assure compliance with local, state, and federal construction codes for residential, commercial, and industrial structures; conducts field inspections to resolve complex building problems; oversees the enforcement of laws, codes, and ordinances related to business tax; monitors revenues from business tax receipts; prepares budget estimates and authorizes expenditures; serves as Secretary to the Building & Fire Code Appeals Board on building matters; coordinates with other departments on related matters; confers with superiors on policies, strategies, and programs relating to building and license and code activities; makes effective recommendations regarding hiring, promotion, and transfers; effectively recommends disciplinary action up to and including termination; prepares written reports and recommendations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - building construction methods, practices, and materials; federal, state, and municipal building and license codes and regulations; principles and practices of sound personnel management and supervision.
- Ability to - coordinate, supervise, and evaluate the work of others; analyze technical and administrative problems and to develop effective solutions; communicate effectively, both orally and in writing; make oral presentations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major course work in architecture, engineering, such as civil, structural, architectural, mechanical, electrical, geotechnical, or a closely related field, and eight years of progressively responsible experience in building construction, inspection, or structural engineering, including four years in a supervisory or management capacity, at the level similar to a senior or management level plan check engineer, project architect, project engineer, construction manager, or facilities manager.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer, Structural Engineer, Electrical Engineer, or Mechanical Engineer in the State of California or licensure as an Architect in the State of California is required at time of appointment and during the course of employment in this classification; must obtain an International Code Conference (ICC) certification as a Certified Building Official or equivalent per state requirements within one year of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Public sector experience and ICC certification as a Certified Building Official or equivalent per state requirements at time of appointment.